

**SEMINOLE COUNTY**  
**SIGN PERMIT APPLICATION**  
**PHONE: 407-665-7050    FAX: 407-665-7486**

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH  
EACH PERMIT APPLICATION:**

- 1) Two (2) copies of the site plan, **clearly marked with dimensions**, indicating the exact location of sign(s)
- 2) Two (2) copies of plans. Plans must be signed and sealed by a Florida Design Professional, indicating construction specifications, design criteria, and height above ground. **Interior and Exterior panel signs, Pole signs and Monument signs require signed and sealed drawings.**  
\*Exception: 1) signs <= 32sf & < 1 1/2" projection 2) foam letter signs 3) temporary real estate signs <= 32sf
- 3) ALL LETTERING MUST BE SHOWN ON SCALED PLAN.
- 4) If sign is **Electrically Lighted**, an electrical permit **MUST** be submitted with this application.
- 5) **SIGNED AND NOTARIZED APPROVAL FROM PROPERTY OWNER FOR INSTALLATION OF SIGN.**

**ALL ITEMS MUST BE RECEIVED AS ONE COMPLETE PACKAGE AT THE TIME OF PERMIT APPLICATION.  
FAILURE TO DO SO WILL RESULT IN A DELAY OF YOUR PERMIT BEING ISSUED.**

Sign(s) will be installed for the following business: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_

License #: \_\_\_\_\_

**PROVIDE THE FOLLOWING INFORMATION:**

- 1) TOTAL ESTIMATED VALUATION: \$ \_\_\_\_\_
- 2) TOTAL SQUARE FOOTAGE OF SIGN: \_\_\_\_\_
- 3) LOT FRONTAGE OR BUILDING FRONTAGE: \_\_\_\_\_
- 4) SIGN MANUFACTURER: \_\_\_\_\_
- 5) IS SIGN ELECTRICALLY LIGHTED? (CIRCLE ONE)      Yes                      No
- 6) NAME OF RECOGNIZED TESTING LAB AND NUMBER: \_\_\_\_\_

**I DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, ALL THE INFORMATION SUPPLIED HEREIN  
AND ANY ATTACHED MATERIAL IS TRUE AND ACCURATE.**

\_\_\_\_\_  
NAME OF APPLICANT (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE AND DATE

DEPARTMENTS	APPROVAL DATE	DISAPPROVED / COMMENTS
Zoning Review		
Plan Review		